

COUNTY OF LOS ANGELES

"To Enrich Lives Through Effective and Caring Service"



ADMINISTRATIVE INTERN PROGRAM

Thank you for your interest in the County of Los Angeles Administrative Intern Program (AIP). The application period for this two-year, full-time, paid program will open on February 23, 2015 and close on February 27, 2015 at 5:00pm PST.

The minimum requirement to qualify for the program is the completion of a four-year degree from an accredited college or university.

For automatic notifications regarding open filing periods for the AIP, use the *Search Agent Manager* link by visiting <http://hr.lacounty.gov>. Under the Job Search tab, select *Access Your Profile*, log in to your profile or follow the link to create a new account, and then select *Search Agent Manager*.

To file your online application starting February 23, 2015, visit <http://hr.lacounty.gov>, select *Job Search* tab, enter the keyword "*Administrative Intern*", click on *Search* button and then, click on the position title to review the job bulletin and apply.

What type of work does an intern do?

As County employees, the interns experience first-hand Los Angeles County government through practical job assignments and participation in on-the-job training. They perform human resources analyst assignments in such as human resources, budget, contracts, and public policies while assigned to various County departments, including the Department of Human Resources and the Chief Executive Office.

Rotational assignments in various divisions may include recruitment and selection, employee relations, organizational development, asset management, classification, budget operations and legislative analysis. As part of their rotation, the interns may analyze systems and procedures, conduct job analyses and classification studies, respond to letters of appeal and constituent inquiries, assist in test research, review and draft Board letters, write performance standards, prepare budget documents, perform investigative work, and prepare documents for the Civil Service Commission.

What kind of training is involved?

The program aims to give interns an in-depth understanding of County rules, regulations and procedures. The first week of the program is an introduction to County government during which the interns attend Board of Supervisors sessions and Civil Service Commission meetings. In this program, they will learn about Civil Service Rules and processes, employee relations, various County functions, and how they are interrelated. Each intern will receive approximately 120 hours of training over a two-year period.

What benefits are offered?

The County of Los Angeles offers a comprehensive benefits program that includes but not limited to medical, dental, life insurance, disability insurance, annual elective leave, 401K Savings and 457 Horizons Deferred Income Plans, and retirement plan.

Questions? admininterns@hr.lacounty.gov